

Section 1

Processing SF-52s

Proponent: West CPOC

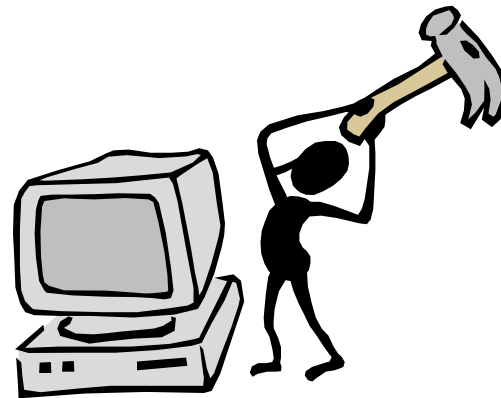
Sub-
Section
N/A

Topic

PERSACT Actions

Remarks

Depicts total numbers of all personnel actions processed through CPACs and CPOC using PERSACT.

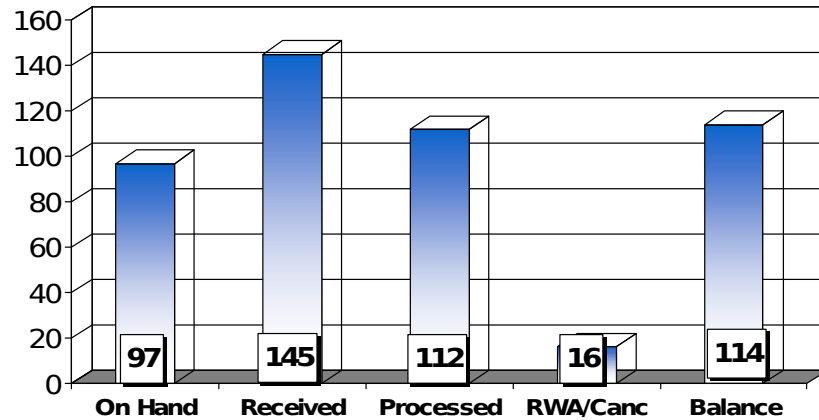


TOPIC: PERSACT Actions - COE, Seattle

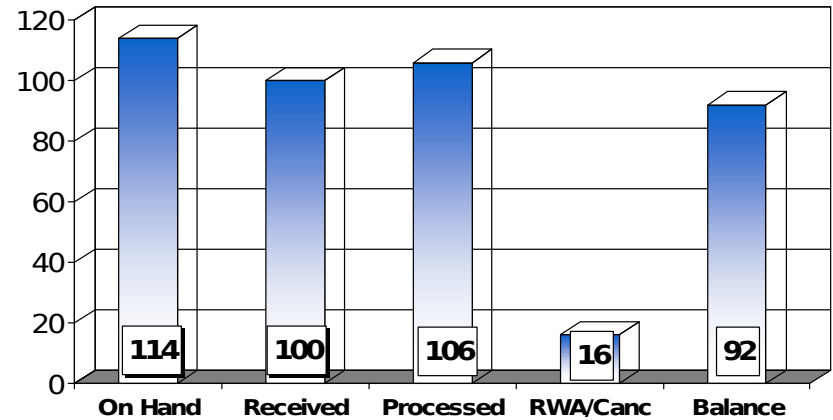
3RD QTR-FY99

PROPONENT: WCPOC

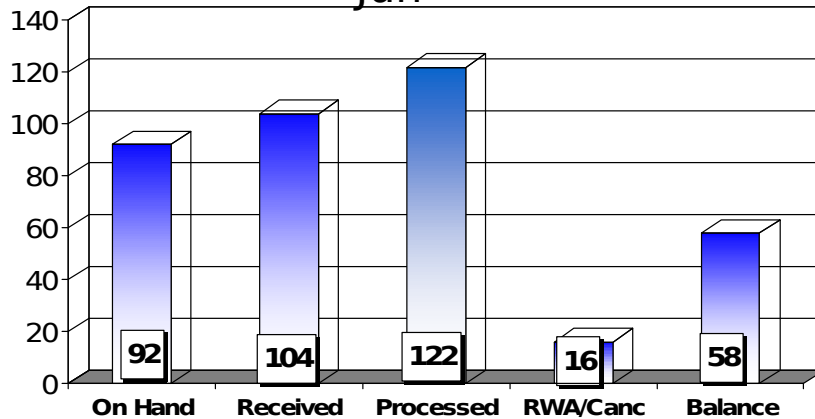
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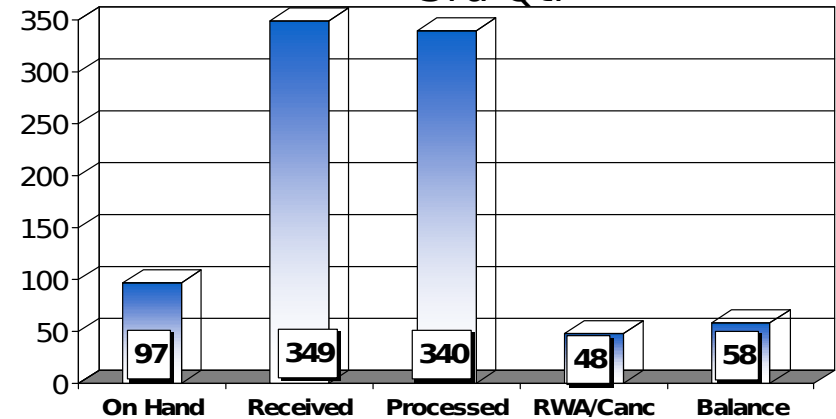
May



Jun



3rd Qtr



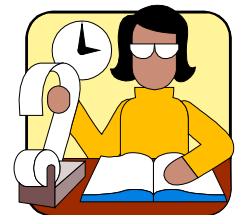
ANALYSIS: Actions received and processed are nearly equal and balance is down at the end of the quarter.

SECTION 2

Classifying Jobs

Proponent: WCPOC, Classification Division

Sub-Section	Topic	Remarks
A	Classification Actions Processed	Demonstrates volume and timeliness of personnel actions requiring handling by a position classifier. Routine actions are those which require only a cursory review in the Division. Nonroutine actions require the classifier to do a job analysis or advisory.
B	New Position Descriptions	Indicates usage of Army tools for classification.
C	1999 Trends	Provides analysis of volume and timeliness of work for the FY to date.



TOPIC: Classification Actions Processed - COE, Seattle

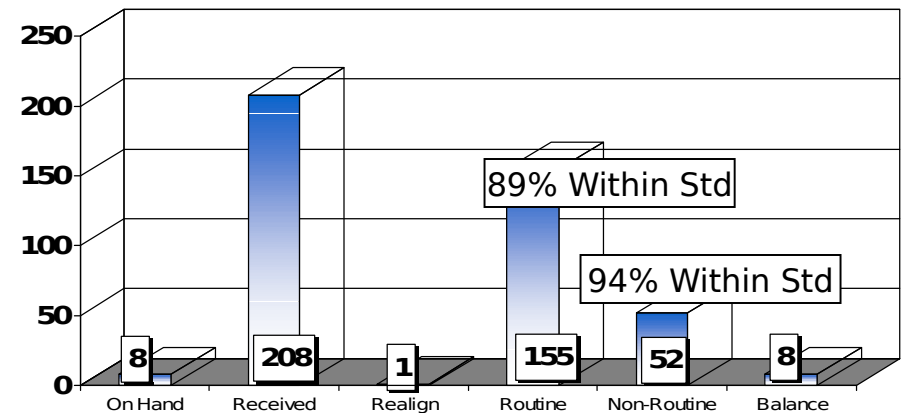
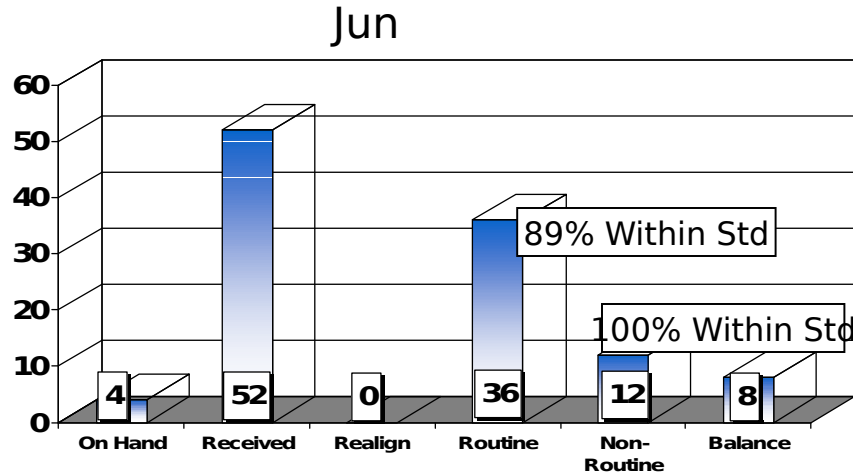
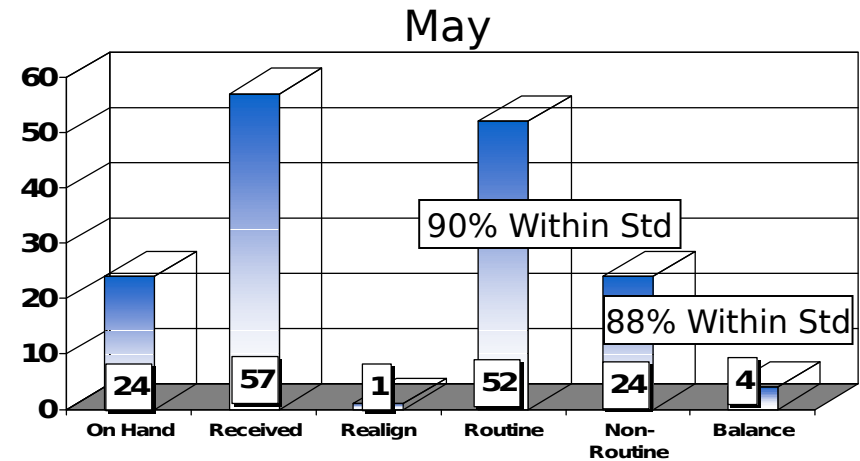
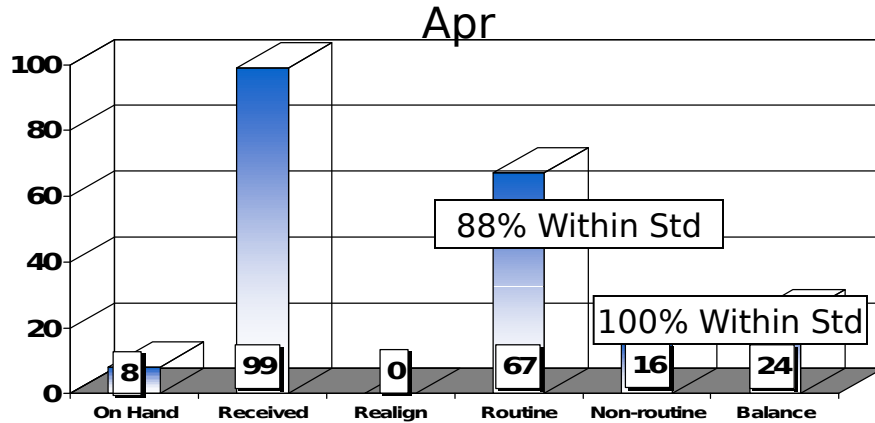
3RD QTR-FY99

PROPOSER: WCPOC-

Routine, 4 Days from Date Received in CD

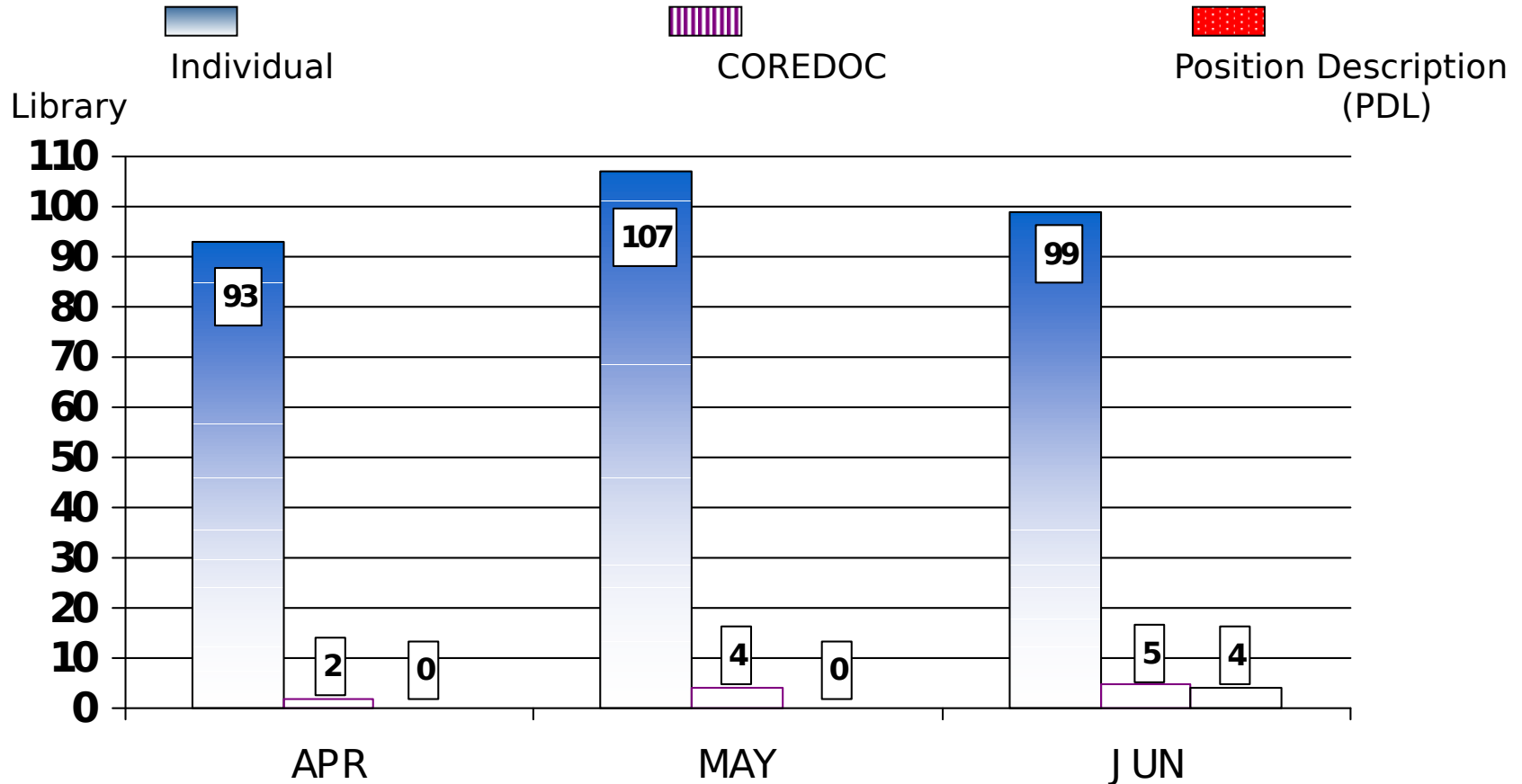
STANDARD: Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Routine: Amber
Non-Routine: Green



ANALYSIS: Volume of both routine and non-routine increased. Performance within standard for routine actions improved by 7% but are still "amber". Non-routine actions remained "green". The "get the routines out day" should improve in standard performance for routine actions which are only a percentage point away from being "green".



TOPIC:**New Position Descriptions****3RD QTR-FY99****PROPONENTWCPOC-
CD**

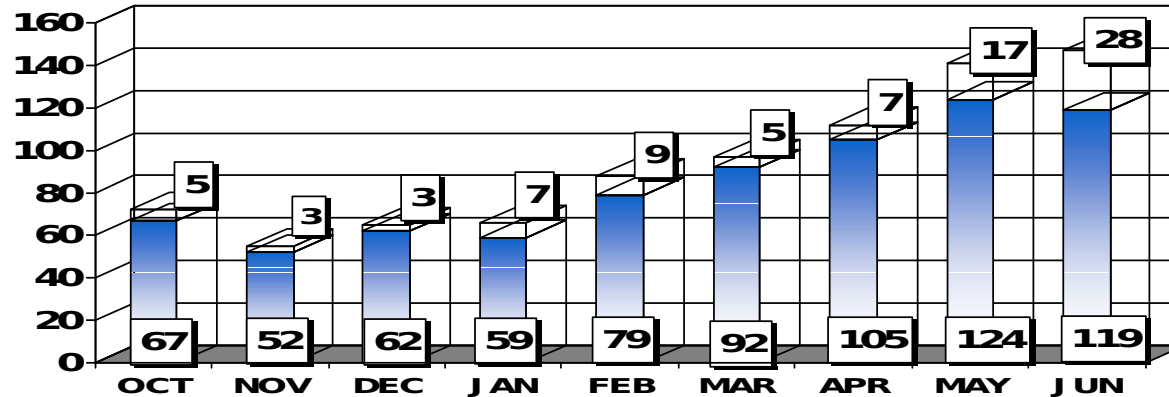
ANALYSIS: COREDOC and PDL are seldom used. The number of new job descriptions established continues a quarterly upward trend (45% increase over the previous quarter). The addition of two activities this quarter contributed only 7% to that increase. There is some early indication that FASCLASS will have more of an impact assisting managers in creating new job descriptions than either COREDOC or PDL, as eventually managers will have access to not only every job in the West Region but jobs in the other Army regions as well.




TOPIC:**Trends - Classification Actions Processed****3RD QTR-FY99****PROPOSER/STANDARD:**

Routine, 4 Days from Date Received in CD

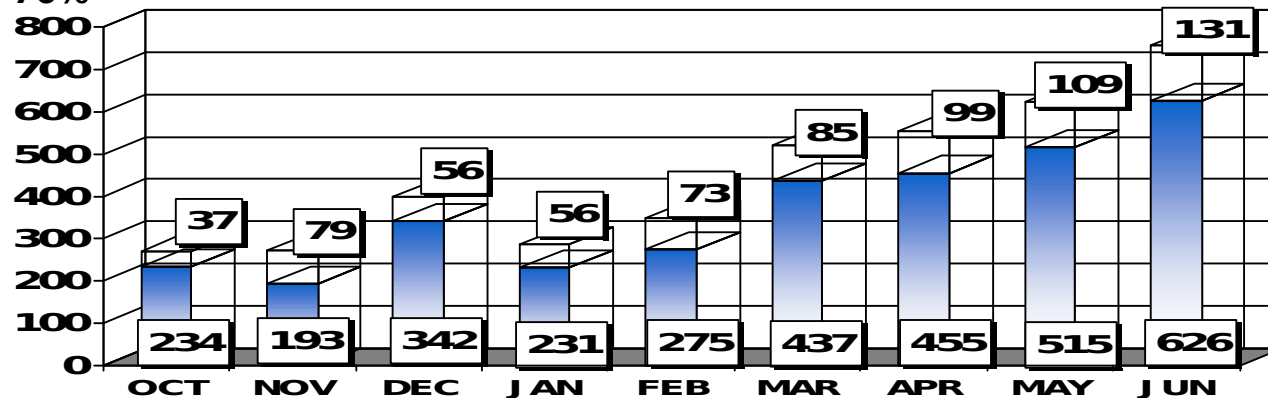
Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Routine - Amber
Non-Routine - Amber**NON-ROUTINE**

 In Standard
 Not in Standard

In Standard
86% 76%

93% 95% 95% 89% 90% 95% 93%

ROUTINE

In Standard
79% 79%

86% 71% 86% 80% 79% 84% 78%

ANALYSIS: Non-routine actions have shown a steady decline since March, which roughly approximates the beginning of the FASCLASS project. FASCLASS has also impacted routine performance - in all but one month since FASCLASS started. The total number of routine and non-routine actions processed increased by 66% over the previous quarter. The focus on routine actions by the "get the routines out day" should help in the next quarter, as should the cross leveling of non-routine actions of over 20 days.

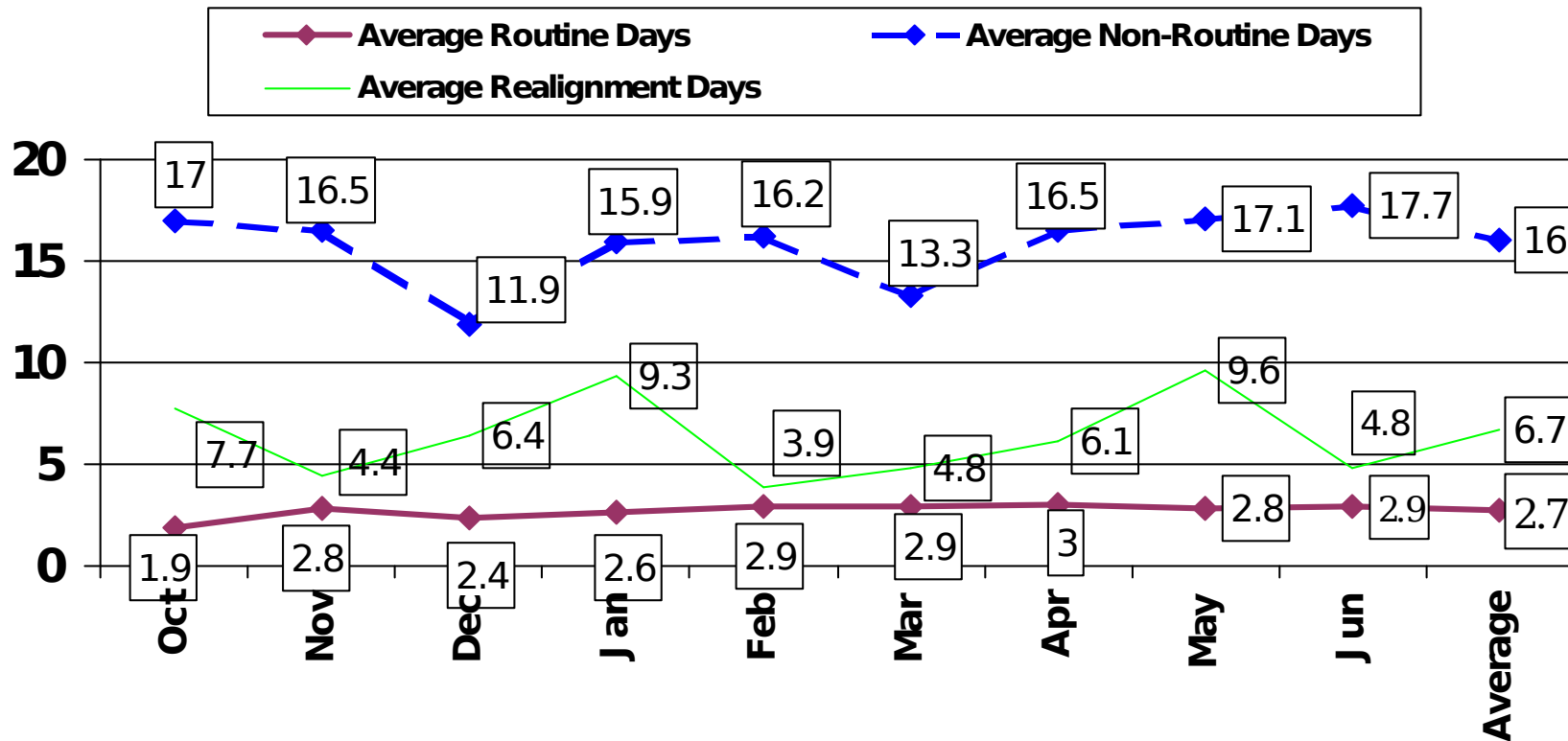


TOPIC:**Average Days to Process Classification Actions - All Serviced****3RD QTR-FY99****PROPONENT:** WCPOC-

Routine, 4 Days from Date Received in CD

STANDARD:

Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Non-Routine - Green**Routine - Green**

ANALYSIS: Routine actions are within standard; the overall increase from the previous quarter is due in part to diversion of resources to the FASCLASS project. Non-routine actions have been increasing but continue to be within standard. The average time for processing these actions below standard is due to a significant portion of routine actions being processed in a day or less, and non-routine actions being processed in less than 10 days. The SOP to address processing of realignments has been issued and should help stabilize the up and down performance of realignments over the year.



SECTION 3
Filling Jobs
Proponent: WCPOC, Staffing Services Division

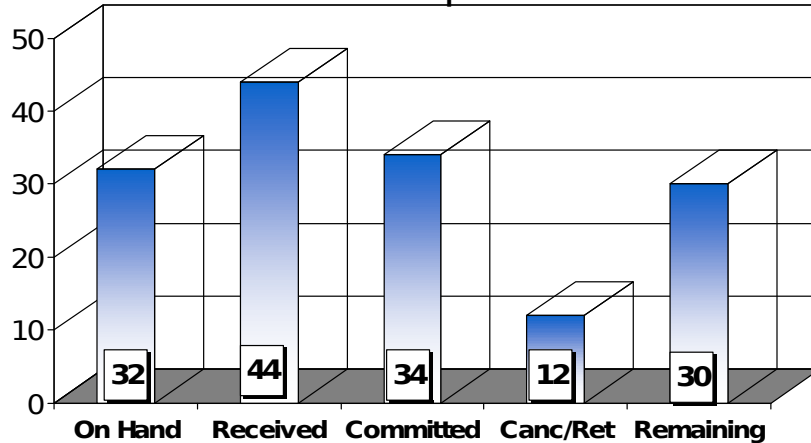
<u>Sub-Section</u>	<u>Topic</u>	<u>Remarks</u>
A	Recruitment Activity – Jobs Filled	It illustrates how many jobs are being filled and the status of actions on hand at the end of the quarter.
B	Referral Lists Issued	Shows volume and timeliness of referral lists issued – on the basis of days to issue the list from the time the action is received in this Division. This includes both open and closed actions where referrals have been issued.
C	Resumes in Resumix Database	Depicts the number of resumes in the system from external and internal candidates.
D	Average Processing Time	Demonstrates the breakdown of time in the fill process-how actions flow through the various steps in the process. This presents data on actions closed (i.e., completed) during the quarter.
E	Management Feedback on Resumix	It illustrates management feedback on the Resumix process.

TOPIC: Recruitment Activity - Jobs Filled - COE, Seattle

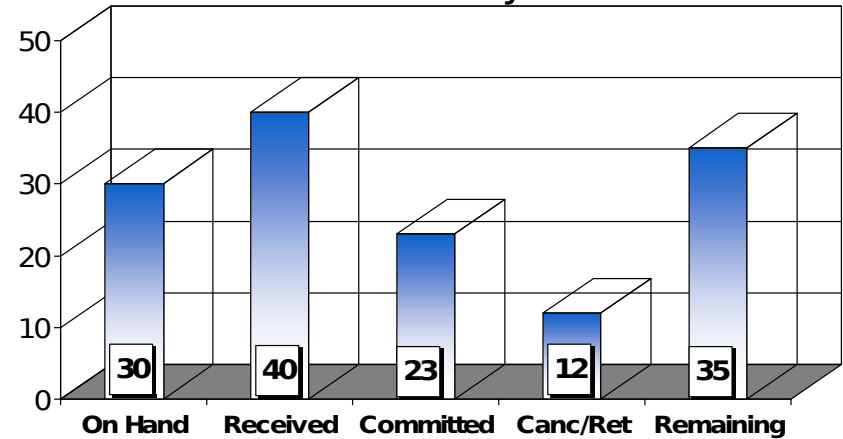
**3RD QTR-
FY99**

PROPONENT: WCPOC - SSD

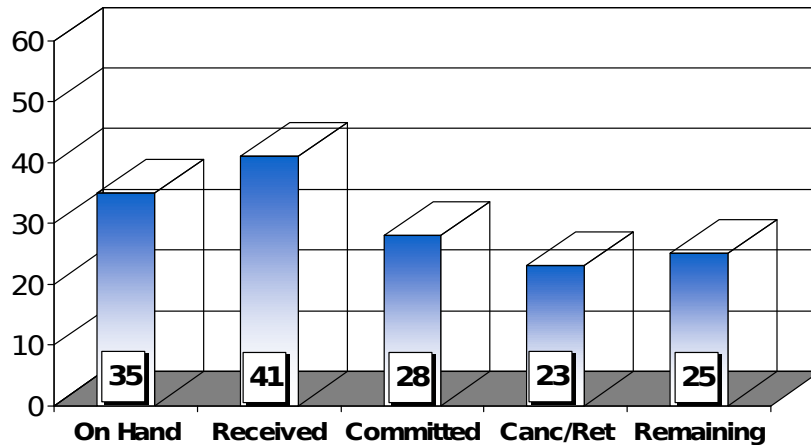
Apr



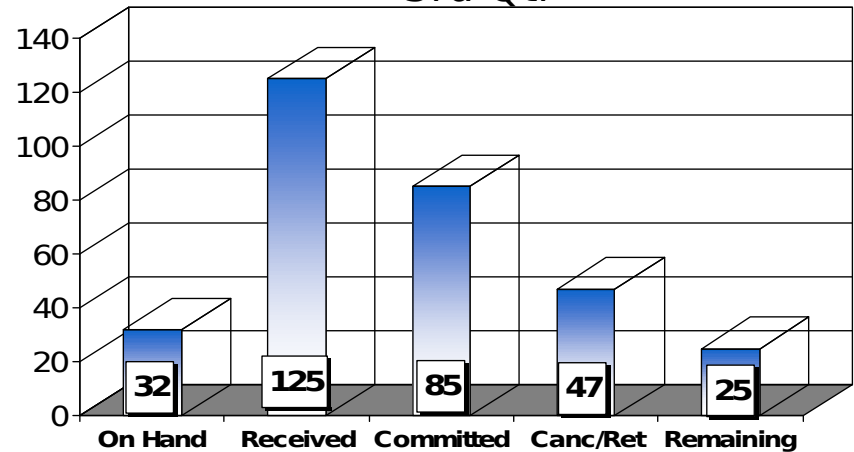
May



Jun



3rd Qtr



ANALYSIS: During the quarter, 85 positions were committed - 50 through competitive procedures, 2 through PPP and 33 through other non-competitive sources. Of the 25 remaining actions, 17 have referrals issued, and 8 are pending referral.

TOPIC: Referral Lists Issued - COE, Seattle

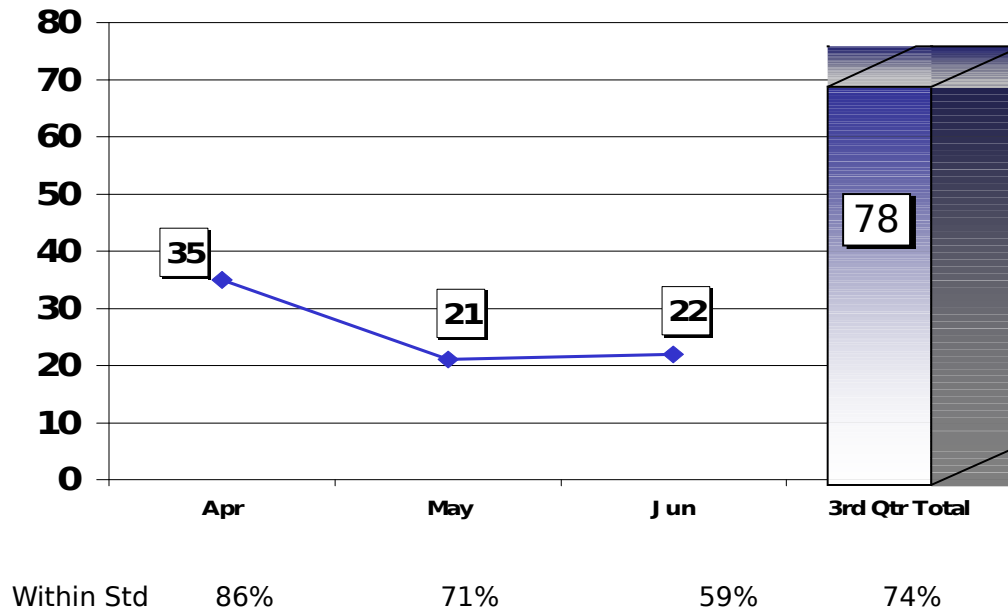
**3RD QTR-
FY99**

PROPONENT: WCPOC - SSD

STANDARD: Resumix: 5 Calendar Days from Date Received in SSD
DEU: 36 Calendar Days from Date Received in SSD

ASSESSMENT: Red

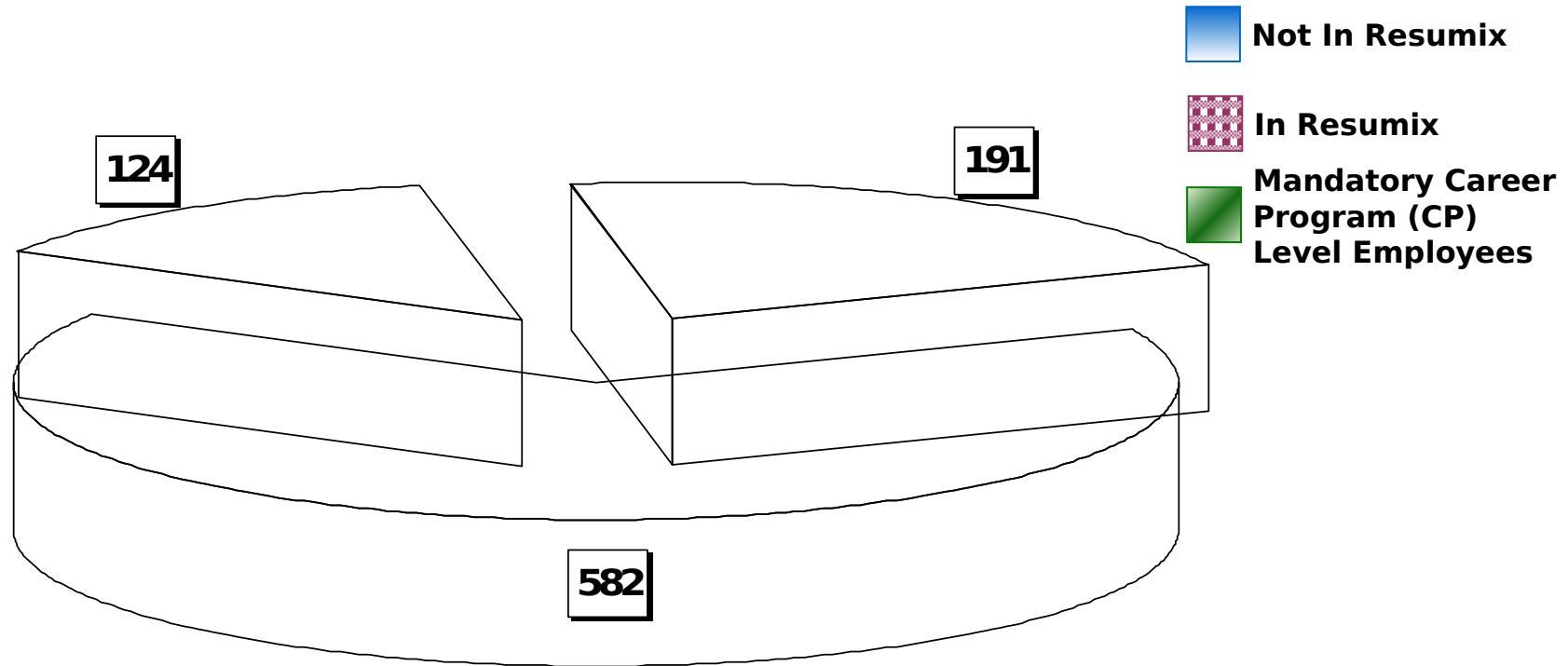
Number of Referrals Issued



ANALYSIS: Although a decline was noted during the quarter, overall performance improved from 44% last quarter to 74% this quarter. The interdisciplinary and trainee nature of many COE positions results in increased administrative time necessary to issue referrals. Emphasis on production management is expected to result in improved referral timeliness next quarter.



TOPIC: Internal Resumes in Resumix Database - COE, Seattle	3RD QTR-FY99
PROPONENT: WCPOC - SSD	



Total Population: 897

in Resumix (excludes mandatory CP level employees): 191 (25%)

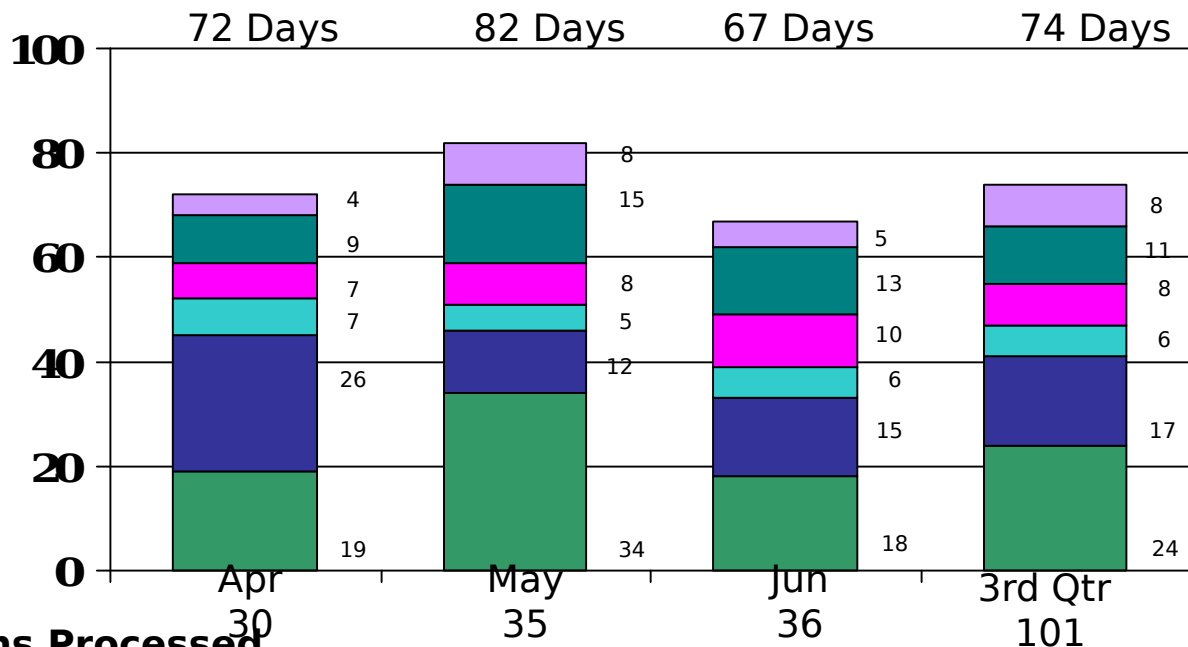
ANALYSIS: Twenty five percent of the current serviced population has submitted resumes to the Resumix database, only a slight improvement over last quarter. To encourage employees to submit their resumes, a local “quick read” notification procedure is being used by the CPAC to inform them of vacancies before actions are forwarded to the CPOC.



TOPIC: Avg Processing Time - Recruitment Actions - COE Seattle (From Initiation to Closure)

3RD QTR-FY99

PROPONENT: West Region Partners



of Actions Processed

- Avg. Days w/ Manager/RMO (Army standard: 3 days)
- Avg. Days w/ CPAC (Army standard: 3 days)
- Avg. Days w/ CPOC CD (Army standard: 4/30 days*)

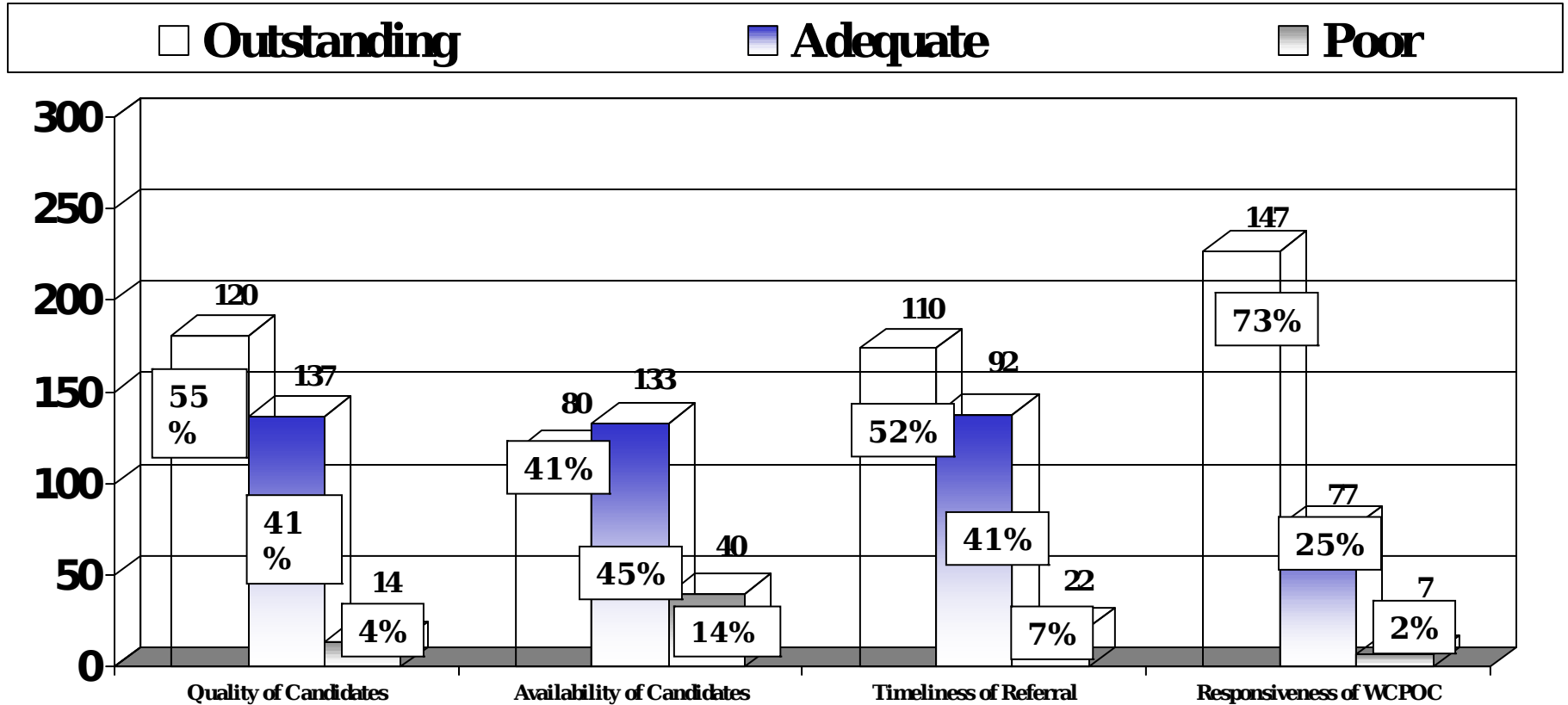
- Avg. Days w/ CPOC SSD to clear PPP, make non-competitive placement, and/or issue referral (Army standard: 5/36 days*)
- Avg. Days w/ Manager for Selection (Army standard: 10 days)
- Avg. Days w/ CPAC to make job offer and establish EOD and CPOC SSD to process and close action.

*standard varies with type of action/referral

ANALYSIS: One hundred and one actions were closed this quarter, more than tripling last quarter's volume. However, the average time to close actions increased by 3 days over last quarter's performance.



TOPIC:	Management Feedback on Resumix Referrals -	THRU END OF 3RD QTR- FY99
PROPONENT:	WCPOC - S&B Serviced	



TOTAL Resumix REFERRAL LISTS ISSUED = 1744* TOTAL # FEEDBACK FORMS RETURNED = 449

*includes referrals for multiple grades

ANALYSIS: Selecting officials receive a feedback form with each referral list. Those returned indicate continued high level of satisfaction with Resumix referrals.

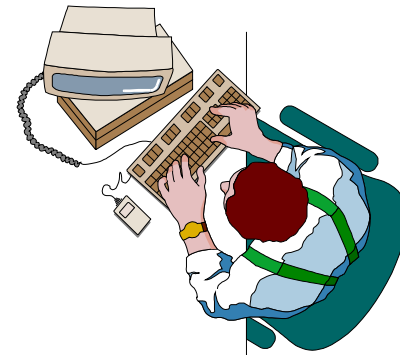


SECTION 4

Processing Personnel Actions

Proponent: WCPOC, Staffing Services Division

Sub-Section	Topic	Remarks
A	Non-Recruitment Actions Processed	Illustrates processing timeliness and volume of personnel actions processed through PERSACT – to include such actions as resignations, retirements, name changes, and other non-competitive actions.
B	Awards Processed	Presents a picture of the volume and value of awards processed.



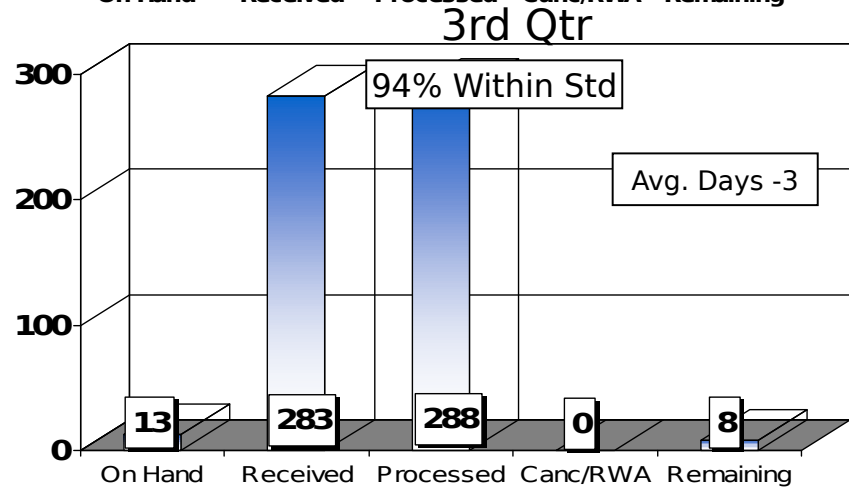
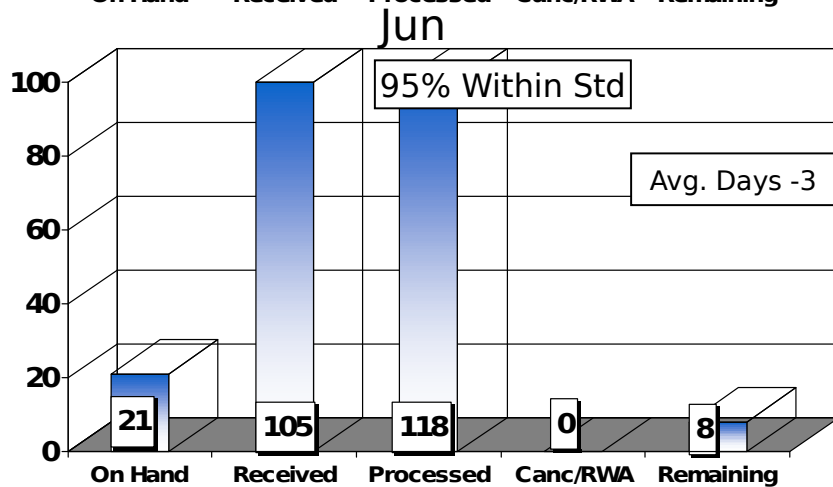
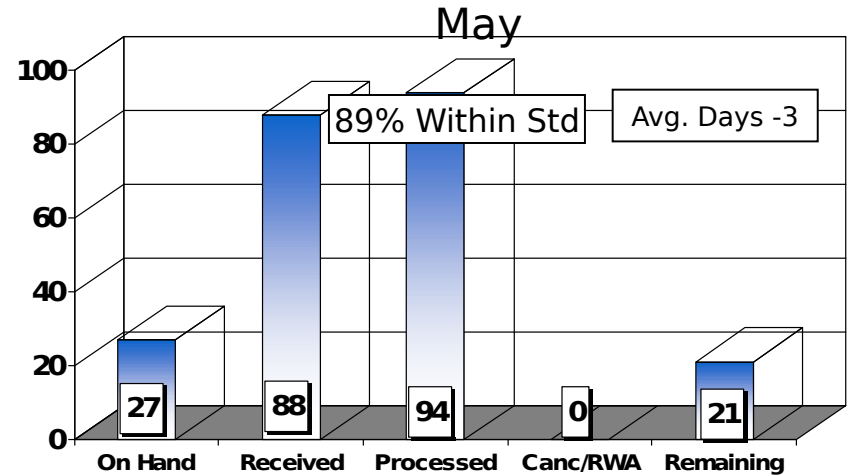
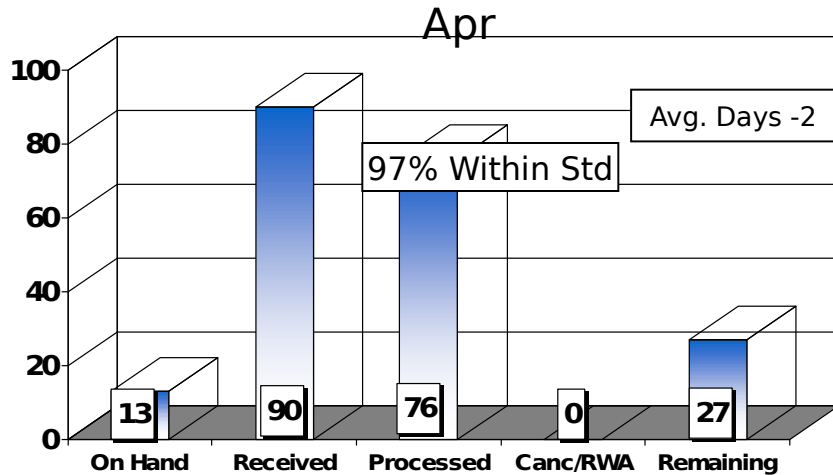
TOPIC:

Non-Recruitment Actions Processed - COE, Seattle 3RD QTR-FY99

PROPONENT: WCPOC - SSD

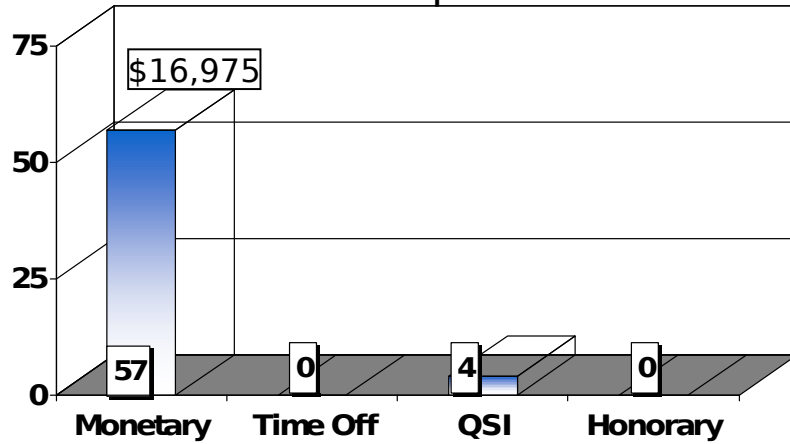
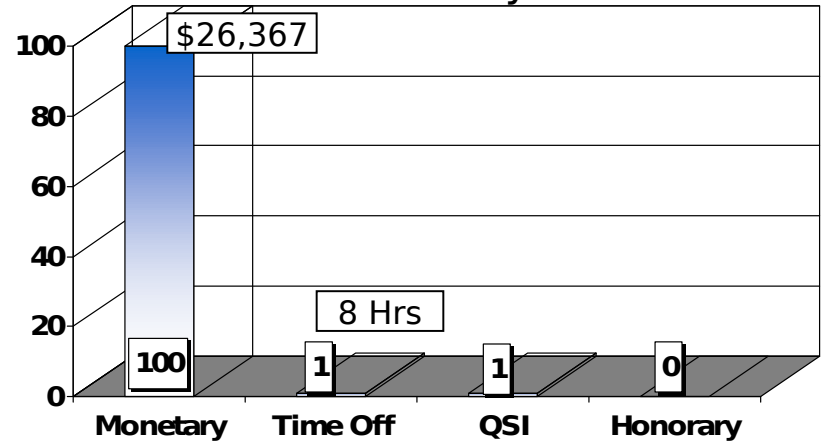
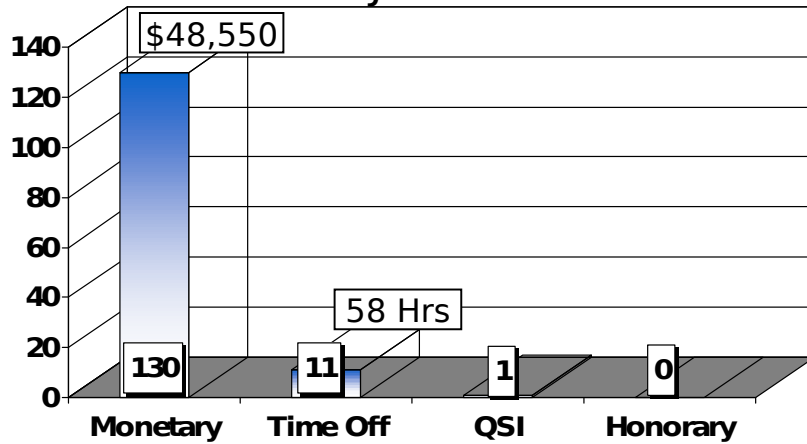
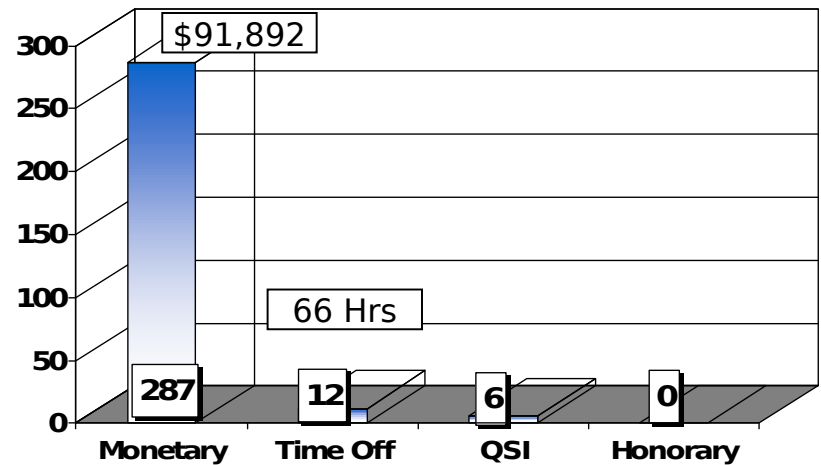
ASSESSMENT: Green

STANDARD: 5 Calendar Days Avg. from Date Rec'd in SSD



ANALYSIS: Ninety-four percent of all non-recruitment actions were processed within standard, an improvement over last quarter's performance of 91%. A 3-day average processing time is excellent!



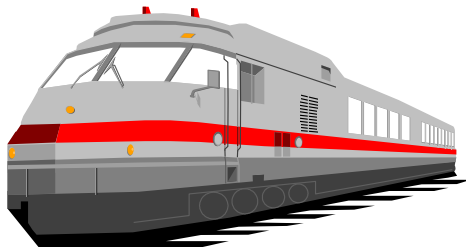
TOPIC:**Awards Processed - COE, Seattle****3RD QTR-
FY99****PROPONENT: WCPOC - SSD****Apr****May****Jun****3rd Qtr**

Section 5

Training and Developing Employees

Proponent: WCPOC, Human Resource Development Division

Sub-Section	Topic	Remarks
N/A	Training Requests Processed	Provides data regarding timeliness and volume of training request processing into the database. Also includes total employee hours spent in training and the dollars invested.



TOPIC: Training Requests Processed - COE-Seattle

**3RD QTR-
FY99**

PROPONENT: WCPOC - HRDD

ASSESSMENT: Green

STANDARD: 7 Calendar Days from Receipt

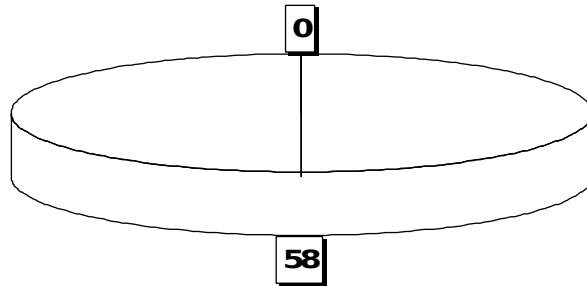


Manual DCPDS

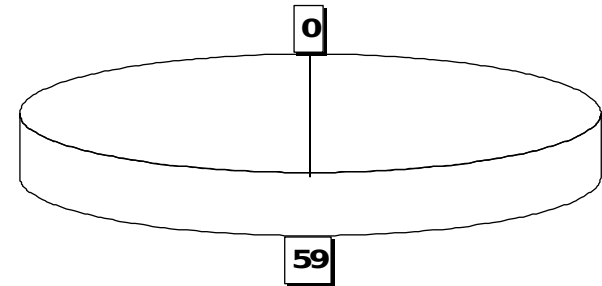


TRAIN FPI

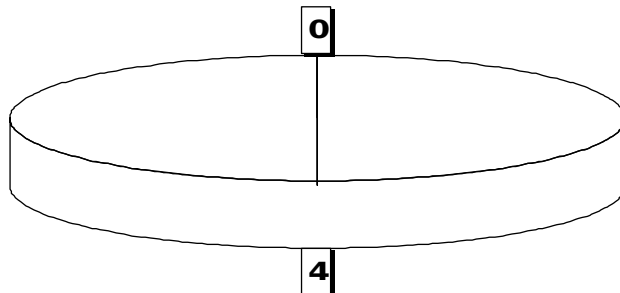
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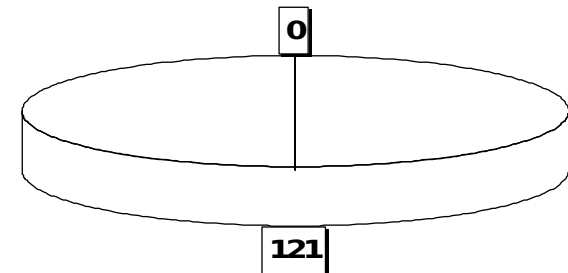
May



Jun



3rd Qtr



Training Investment: :
\$82,000

Training Hours: 3,600

ANALYSIS: All training completions forwarded by the CPAC were processed manually within standard.



SECTION 6

Providing Information Services

Proponent: WCPOC, Information Services Division

Sub-
Section

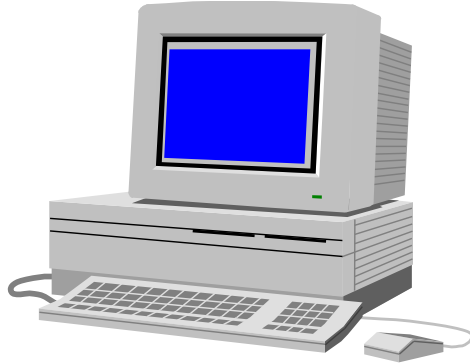
N/A

Topic

FPI Usage

Remarks

Provides data on Functional Process Improvement (FPI) usage by managers in the region. The number of log-ins is the number of times that managers/resource managers entered the system. The number of accounts is the total accounts that have been built for managers or resource managers to use any of the FPI modules.

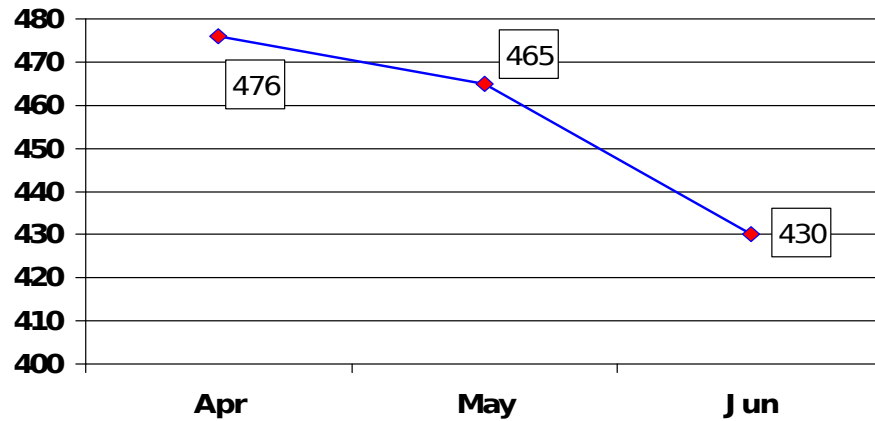


TOPIC: FPI Usage - COE, Seattle

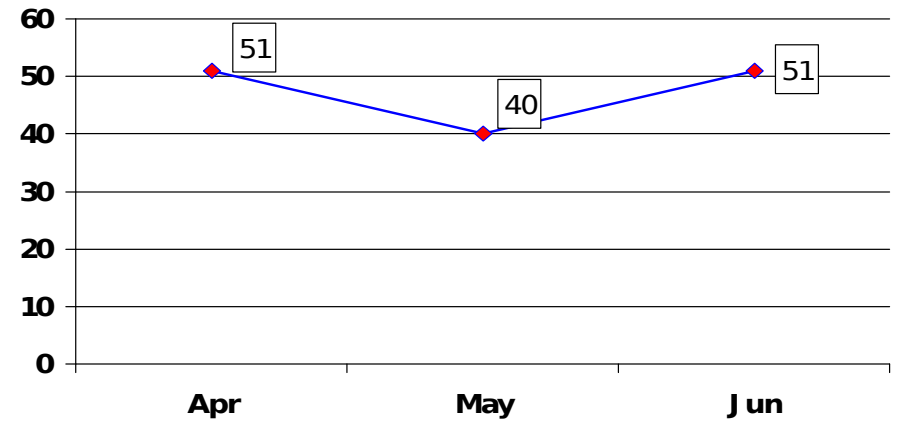
3RD QTR-FY99

PROPONENT: WCPOC-ISD

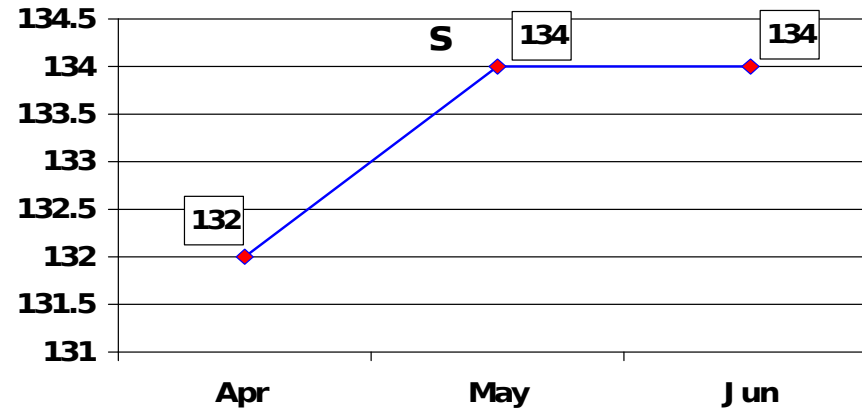
Logins



Number of Managers that Logged In



Account



ANALYSIS: The number of Managers using the FPIs decreased slightly from about 38% last quarter to about 36% this quarter.

